

Division of Workforce Development

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Rick Beasley
Acting Director

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DWD Issuance 06-01

Subject: Issuance EO Initial and Continuing Notification

1. Purpose: Transmittal for Local State WIA EO Officers of EO Posters and notification of Designated State Local WIA EO Officers.
2. Substance: Equal Opportunity notices in various formats and shorter EO notices have been long standing requirements of the United States Department of Labor –Civil Rights Center (the office responsible for enforcing civil rights laws affecting recipients of federal employment and training funds). The regulations at 29 CFR Part 37: Implementation of the Nondiscrimination and Equal opportunity Provisions of the Workforce investment Act (WIA) of 1998, specifically 29 CFR 37.30 detail the notice and communication requirements.

The language contained in the “Equal Opportunity is the Law” notice is mandated for posters, flyers and other communication. It informs covered individuals (registrants, applicants, eligible applicants/registrants, applicants for employment, employees and interested members of the public) that recipients of WIA financial assistance will operate in a nondiscriminatory manner and further informs these individuals about their rights to file complaints of discrimination.

3. Action:
 1. The attached posters replace all other EO posters issued during the administration of the Job Training Partnership Act. These posters must be posted prominently in areas frequented by the public and employees. Examples include reception areas, orientation rooms and employee break rooms. The English and Spanish versions of these posters should be posted next to each other.

2. If a Local Workforce Investment Area maintains or creates a website, the EO notice must appear on this website in English and Spanish. Additionally, the same EO notice will be posted electronically within the Missouri Department of Economic Development/Division of Workforce Development's website, www.ecodev.state.mo.us.
3. The language contained in the enclosed sample flyer must be incorporated into flyers developed at the local level and must be distributed and discussed with all covered individuals during an initial contact such as reemployment orientation or intake interview. The receipt of EO flyers must be documented either electronically or manually.
4. All publications, brochures, broadcasts and other communication developed for WIA Title I financially assisted programs or activities must contain the following notice:

“(agency name) is an equal opportunity employer with equal opportunity programs. Auxiliary aids and services are available upon request to individuals with disabilities.”

 - Where a telephone number is included on publication, a TDD/TTY number or equally effective means of communication with individuals with hearing impairments must also be included.
5. All WIA Title I financially assisted recipients must comply with the EO provisions at 29 CFR Part 37.25. These provisions describe recipient's responsibility to take reasonable steps to provide services and information in languages other than English. These steps may need to be taken where a significant number or proportion of the population eligible to be served, or likely to be directly affected, needs services or information in a language other than English. The recipient should make reasonable efforts to meet the particular language needs of limited-English speaking individuals who seek services or information. To ensure program and activity accessibility for persons with limited English proficiency, Local Workforce Investment Areas must assess their local area labor force to determine the need for notices and communications in languages other than English. In addition, this data will assist in determining local language interpretation needs. Each agency must ensure staff are properly apprised of methods to secure needed language interpretation services.

6. As appropriate, agencies should enter into agreements with community-based organizations, community colleges, churches and other organizations for translation and language interpretation assistance. Agencies receiving WIA financial assistance will be apprised of the availability of a statewide language interpretation service from Juanita J. Davis, Designated Principal Assistant, State WIA EO Officer.

4. Contact: Direct all inquiries to Juanita J. Davis, DPA, State EO Officer, telephone (573) 751-3349 or 751-3193 or e-mail: jdavis@wfd.state.mo.us.

Rick Beasley, Acting Director

RB/JJD/dp

Attachments:

Equal Opportunity if the Law posters (English and Spanish)
EO Flyers (English and Spanish)

cc: DWD Administration
DWD Central Office Managers
DWD Regional Managers
WIB Chairs
WIB Local Contacts